



**A POLICY ADOPTING AND IMPLEMENTING THE PROVISIONS OF REPUBLIC ACT
7305 THE MAGNA CARTA OF UNIVERSITY HEALTH WORKERS AND ITS
IMPLEMENTING RULES, IN CARAGA STATE UNIVERSITY.**

Section1. Title. -This Policy shall be known and cited as the “**UNIVERSITY HEALTH WORKERS POLICY OF CSU**”.

Section2. Declaration of Policy - The University, a high risk environment seeks to comply with Republic Act No. 7305 otherwise known as The Magna Carta of University Health Workers, and its Revised Implementing Rules and Regulation with the aims:

- (a) to promote and improve the social and economic well-being of the University health workers, their living and working conditions and terms of employment;
- (b) to develop their skills and capabilities in order that they will be more responsive and better equipped to deliver health services, projects and programs; and
- (c) to encourage those with proper qualifications and excellent abilities to join and remain in government service.

ARTICLE I

DEFENITION OF TERMS

Section3. Definition of Terms- as used in this Policy, the following terms shall mean:

1. **University Health Workers (UWH)** — Persons engaged in health and health-related works in the University and its external campuses.
2. **Act** — Republic Act 7305 otherwise known as the Magna Carta of University Health Workers.
3. **University** — refers to Caraga State University.
4. **Client** — a person or group seeking or needing the services of a public health worker.
5. **Clinic** — unit providing direct health service wherever it is located as defined in the law.
6. **Emergency** — a sudden occurrence demanding immediate action that may be due to epidemics; to natural or technological catastrophes; to strife; or to other man-made and/or natural causes.
7. **Exigency of the Service** — a situation where service is urgently needed and where any delay in its execution and delivery will adversely affect the outcome of the service as well as pose a threat to the life of a person and/or condition of a facility or property.
8. **High Risk** - work involving exposure and direct contact to highly potential communicable diseases like fever, colds and cough that may be influenza, tuberculosis and other diseases, open wounds that are contagious and hazardous, including Emergency cases wherein the UHWs are extending health assistance
9. **On-Call Service** — the period during which the worker satisfies the agency's requirement for him or her to remain on stand-by within the premises of specified place in order to be readily available to perform work on demand or to be deployed in work areas.



10. **Prescribed Uniform** — the uniform authorized by the head of agency to be worn by the personnel which delivers direct health services.
11. **Qualification Standard** — a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility and physical characteristics and personality traits required by the job.
12. **Professional Services** — services rendered or extended by University Health Workers but not limited to medical, dental and nursing professionals.

ARTICLE II

ADMINISTRATIVE DISCIPLINE

Section 4. Administrative Charges – the University health worker shall be covered by the rules enunciated under RA 7305. The latter shall be afforded due process and such other right that will ensure fairness and impartiality during proceedings.

ARTICLE III

DUTIES AND OBLIGATIONS

Sections 5. In addition to the duties of public officials and employees contained in the Implementing Rules of the Code of Conduct and Ethical Standards under RA 6713 promulgated herein, pursuant to Section 14 of RA 7305, the public health worker is bound to:

- a. Discharge his/her duty humanely, with conscience and dignity;
- b. Perform his/her duty with utmost respect for life; and
- c. Exercise his/her duty without consideration of client's race, gender, religion, nationality, party politics, social standing or capacity to pay.

Section 6. Duty to wear Uniform- the University Health Workers shall as policy wear their appropriate Uniform while on duty, except on Emergency On-Call Services to which the latter has no time for the same.

ARTICLE IV

COMPENSATION, BENEFITS AND PRIVILEGES

Section 7. Normal Hours of Work. — University Health Workers, similar to other government employees, shall be required to render eight (8) hours of work per day or forty (40) hours a week.

6.1 Hours worked shall include: a) all the time during which a University health worker is required to be on active duty or to be at a prescribed workplace; and b) all the time during which a University health worker is required or permitted to work; provided, that during times



that a public health worker is “ON CALL” status as defined in these Rules, he shall be entitled to ON CALL pay equivalent to fifty per cent (50%) of his regular wage (per hour).

Section 8. Compensation for injuries- University health workers shall likewise be protected against the consequences of employment injuries in accordance with existing laws. Injuries incurred while doing overtime work shall be presumed work-connected.

Section 9. Additional Compensation for Additional Work. —

9.1. The UHW shall in addition to the normal work hours covered by the basic salary, shall be entitled to additional compensation for any “On Call” service/s rendered.

9.2. Conditions Governing the Grant of Additional Compensation for “On Call” services:

9.2.1. The following general conditions apply to the grant of additional compensation for the above types of additional work:

(a) The President shall issue specific authorization whenever workers are required to render On-Call Services. Such authorizations should state the eventuality being anticipated by the office which might require the workers to be in service, duration of the “on call” status, location where workers will stay during the period, and the condition or situation that will release the workers from being “on call” or will instruct the workers to begin rendering actual service. The same shall also include all the details necessary to verify to what extent the required actual was rendered, that funds necessary for payment of the corresponding additional compensation have been or will be set aside by the office to ensure prompt payment of this benefit;

(b) UHWs are required to render On-call Services that are duly authorized by the head of agency or manager of the organizational unit. They cease to be obligated to do so; however, whenever their previously rendered and properly validated additional service remains unpaid three months after such service, it is thus the legal right of a public health worker to refuse to render additional work beyond normal work hours when prior additional work has remained unpaid three months after rendering service. Such refusal to render additional work under this condition shall not be a ground for any administrative action made or basis for an unfavorable performance rating;

(c) All additional compensation earned by rendering duly authorized and properly validated additional work should be paid within three months after such work was rendered. Payments for additional compensation may be made together with or separately from usual payments of regular salaries;

(d) No amount of additional compensation earned for rendering the additional work shall be incorporated into the basic salary of the worker; and

(e) Funding for the payment of additional compensation for this of additional work may be sourced from the agency’s personal services, savings, as well as from other trust funds whose purposes cover the activities included in the additional work.

9.3. “On Call Service”

9.3.1. Appropriate documentation should be provided (e.g. log-books, time records, signed time slips) to establish the actual period when the worker actually made himself or herself available on a stand-by basis on the specific location designated for those “On Call.”



9.3.2. Time spent while on “on call” status shall be compensated at the rate of 50% of the worker’s hourly rate.

9.3.3. Actual service rendered emanating from authorized and validated “on call” duty and which is not considered as part of normal duty hours of work shall be compensated in accordance with Budget Circular No. 15 s. 1996 regarding Overtime Pay and subsequent Circular that will be issued.

Section 10. Equality in Salary Scale. — The salaries of University Health Workers shall not be less than those provided for Public Health Workers of the National government.

a. No deduction shall be allowed from the payroll of University Health Workers, except those allowed by law.

c. The head of the agency shall be responsible for the timely preparation and release of the salaries of the public health worker.

d. All appointments shall indicate the appropriate mandated salary rate for each position.

Section 11. Basic Salary for Normal Hours of Work. — as enunciated by RA 7305, the following rules shall also apply to UHWs.

a. In accordance with RA 6758 prescribing a revised compensation and position classification system in the government, all salaries shall “represent full compensation for full-time employment, regardless of where the work is performed. Salaries for services rendered on a part-time basis shall be adjusted proportionately.”

b. For purposes of determining the scope of the full-time employment standards, the basic salary rate attached to any position occupied by a public health worker shall be in consideration of his or her rendering the normal hours of work, defined as 8 hours of work per day for daily rated workers (excluding 1 hour for meals) or 40 hours per week for monthly or annually rated workers.

c. Legally mandated increases in basic salaries shall be implemented without altering the required normal hours of work. All increases in basic salaries in relation to RA 6758 shall be implemented only in accordance with policies and procedures issued by DBM.

Section 12. Salary Increases.

12.1.1 Highest Basic Salary upon Compulsory Retirement - The UHWs are also entitled to Highest Basic Salary upon Compulsory Retirement in accordance with the Magna Carta for Public Health Workers. Three (3) months before compulsory retirement, the public health worker shall be granted an automatic one salary grade increase in his basic salary and his retirement benefit thereafter shall be computed on the basis of his highest salary received and paid; provided that the public health worker has reached retirement age and fulfilled the service requirements under the existing law.

12.1.2. The head of agency/office or his/her duly authorized representative shall submit an annual list of compulsory retirees who are eligible to claim the above-mentioned benefit for the succeeding year to the concerned Department Secretary/Local Chief Executives.



12.1.3. The agency concerned shall prepare the Notice of Salary Adjustment to be signed by the Head of Agency/Local Chief Executive, and shall serve as basis for the computation of the retiree's retirement benefits.

12.2.1. Salary Step Increment for Completion of a Post Graduate Degree.- In line with Section 34b) of R.A No. 7305, a UHW who holds a position in the agency plantilla of regular positions and who completes a master's or doctoral degree related to the performance of the duties and responsibilities of his/her position after at least two (2) years of service as PHW, may be entitled to (1) step increase to be integrated into the basic salary, in recognition of his/her efforts towards professional advancement.

12.2.2. The grant of such one (1) salary step increment shall not be more than every two (2) years. It shall be based on the salary grade of allocation of position in the applicable salary schedule for NGA, GOCC, or LGU concerned. In case the salary of PHW is already at step 8 or the last step of the salary schedule, the adjustment of one step increment shall apply once the PHW is promoted to a position with higher salary grade, in which case, the salary shall be at step 2 of the corresponding salary grade.

12.3. Longevity Pay. — A monthly longevity pay equivalent to five percent (5%) of the present monthly basic pay shall be paid to University Health Workers for every five (5) years of continuous, efficient and meritorious services rendered as certified by the University President Act.

12.3.1. Criteria for Efficient and Meritorious Service

A Public Worker shall have:

- a. At least a satisfactory performance rating within the rating period.
- b. Not been found guilty of any administrative or criminal case within the rating period.

12.3.2. Mechanism for Evaluation

- 1). The HRMS of the University shall evaluate the qualification of the employee based on the criteria as supported by the following documents:
 - a. Performance Appraisal Report of the last 5 years (10 performance ratings);
 - b. Certification from the Legal Office concerned affirming that the public health worker has not been found guilty of any administrative or criminal case within the rating period.
 - c. The result of the evaluation shall be submitted to the head of office concerned for approval of the grant of longevity pay.

Section 13. Other additional compensation:

13.1. Hazard Pay – In accordance with Section 21 of RA 7305, UHWs will receive Hazard pay. Hazard in this Institution shall mean risk (High risk) to the health and safety of the University Health Workers in their daily performance of work in accordance with the Rules on Hazard Pay prescribed by the DBM-DOH Joint circular No 1.,s 2016 (3.2.14) for Government Agencies where Public Health Workers are



exposed to occupational risks, perils of life or Physical hardships while performing administrative support functions.

13.1.1 Risks to the health and safety of the University Health Workers shall mean to include but not limited to the following:

- a. Direct exposure and contact to diseases like fever, colds and cough that may be influenza, tuberculosis and other diseases, open wounds that are contagious and hazardous.
- b. Emergency cases wherein the UHWs are extending health assistance.

The above identified risks are understood and are recognized by this jurisdiction to be classified as “High Risk/s” in accordance with the provisions of RA 7305 and other existing rules on the payment of hazard pay.

13.2. Subsistence Allowance

13.2.1. Eligibility for Subsistence Allowance

- a. UHWs covered under RA 7305 are eligible to receive full subsistence allowance as long as they render actual duty.
- b. UHWs shall be entitled to full Subsistence Allowance of three (3) meals which may be computed in accordance with prevailing circumstances as determined by the Secretary of Health in consultation with the Management-Health Workers Consultative Council, as established under Section 33 of RA 7305.

13.2.2. Basis for Granting Subsistence Allowance

UHWs shall be granted subsistence allowance based on the number of meals/days included in the duration when they rendered actual work including their regular duties, overtime work or on-call duty as defined in the revised IRR of University Health Workers who are on the following official situations are not entitled to collect/receive this benefit:

- a. Those on vacation/sick leave and special privilege leave with or without pay;
- b. Those on terminal leave and commutation;
- c. Those on official travel and are receiving per diem regardless of the amount; and
- d. Those on maternity/paternity leave.

13.2.3. Rates of Subsistence Allowance

- a. Subsistence allowance shall be implemented at not less than PhP50.00 per day or PhP1, 500.00 per month as certified by head of agency, or as prescribed by further issuance/s of the government, whichever is higher.
- b. Part-time University Health Workers/consultants are entitled to one-half (1/2) of the prescribed rates received by full-time University Health Workers.



13.3. Laundry Allowance

13.3.1. Eligibility for Laundry Allowance

All University Health Workers covered under RA 7305 are eligible to receive laundry allowance if they are required to wear uniforms regularly.

13.3.2. Rate of Laundry Allowance

The laundry allowance shall be given based on the prevailing rate or as approved by law and other applicable rules but not less than P150.00 per month. This shall be paid on a monthly basis regardless of the actual work rendered by a public health worker.

ARTICLE V

GENERAL PROVISIONS

Section 14. Responsibility of CSU Administration –The University shall ensure that the public health worker policies shall be disseminated to all officers and employees.

Section 15. Determination of risks- the head of agency shall make a categorical determination of the fact of the exposure of risks to be approved by the Secretary of Department of Health or his authorized representative/s.

The University shall secure a certification from the Department of Health that all personnel who are currently working and those who will be working as health workers in the University are indeed Public Health Workers within the purview of RA 7305, before the latter shall be entitled to the benefits of this policy in accordance with the Magna Carta for Public Health Workers and Implementing Guidelines.

Section 16. Effectivity.

The provisions of these policies and programs shall take effect immediately upon approval of the Board of Regents, dissemination and posting for Fifteen Days (15) and shall apply retroactively up to the period of the promulgation and effectivity of the law from which this policy is adopted.

This ____ day of _____ 2017.

DR. ANTHONY M. PENASO

CSU President